



# **CURRICULUM VITAE**

**PUTU SETIAWAN**

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**Family Status** : Married  
**Religion** : Moslem  
**Nationality** : Indonesian  
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#### EDUCATION

- STMIK Bandung Bali S1 Majoring at Technique Informatics 2004 – 2009
- LP3i DII Majoring at Technique Informatics 2002 – 2004
- Senior High School at SMUN 5 Denpasar 1999 - 2002
- Junior High School at SLTP Sunari Loka Kuta 1996 – 1999
- Elementary School at SDN 1 Kuta 1990 – 1996

#### PROFESSIONAL EXPERIENCE

##### **IT Manager**

**COMO Cocoa Island Maldives**

**Mar 2020 - Present**

1. Manage information technology and computer systems

Plan, organize, direct, control and evaluate the operations of information systems  
 Develop and implement policies and procedures for server and data storage,  
 computer systems operations and development

Meet with GM/FC to discuss system requirements, internet provider and installation, specifications, costs and timelines  
Responsible to design, develop, implement, operate and administer computer and telecommunications software, networks and information systems  
Control the computer systems budgets and expenditures

2. Ensure technology is accessible and equipped with current hardware and software

Main Activities

Troubleshoot hardware, software and network operating system  
Provide orientation to new users of existing technology  
Train staff about potential uses of existing technology  
Train staff about new and potential use  
Provide individual training and support on request  
Provide recommendations about accessing information and support  
Maintain current and accurate inventory of technology hardware, software and resources  
Information Technology Manager

3. Monitor and maintain technology to ensure maximum access

Main Activities

Trouble shoot all technology issues  
Maintain log and/or list of required repairs and maintenance  
Make recommendations about purchase of technology resources  
Research current and potential resources and services  
Provide network access to all staff and students  
Install workstations  
Connect and setup hardware  
Load all required software  
Provide network accounts and passwords as required  
Monitor security of all technology  
Install and maintain Foolproof and passwords  
Input and maintain IP addresses  
Advise staff of security breach and/or change in password or security status  
Ensure installation of lock out programs  
Identify and prepare hardware for disposal when appropriate  
Ensure hardware is stripped and secured before disposal

## **IT Manager**

### **The Kuta Beach Heritage (Managed by Accor)**

**Dec 2014 - Jan 2020**

#### **1. Manage information technology and computer systems**

- Plan, organize, direct, control and evaluate the operations of information systems
- Develop and implement policies and procedures for server and data storage, computer systems operations and development
- Meet with GM/FC to discuss system requirements, internet provider and installation, specifications, costs and timelines
- Responsible to design, develop, implement, operate and administer computer and telecommunications software, networks and information systems
- Control the computer systems budgets and expenditures

#### **2. Ensure technology is accessible and equipped with current hardware and software**

##### **Main Activities**

- Troubleshoot hardware, software and network operating system
- Provide orientation to new users of existing technology
- Train staff about potential uses of existing technology
- Train staff about new and potential use
- Provide individual training and support on request
- Provide recommendations about accessing information and support
- Maintain current and accurate inventory of technology hardware, software and resources Information Technology Manager

#### **3. Monitor and maintain technology to ensure maximum access**

##### **Main Activities**

- Trouble shoot all technology issues
- Maintain log and/or list of required repairs and maintenance
- Make recommendations about purchase of technology resources
- Research current and potential resources and services
- Provide network access to all staff and students
- Install workstations
- Connect and setup hardware
- Load all required software
- Provide network accounts and passwords as required
- Monitor security of all technology
- Install and maintain Foolproof and passwords
- Input and maintain IP addresses
- Advise staff of security breach and/or change in password or security status

- Ensure installation of lock out programs
  - Identify and prepare hardware for disposal when appropriate
- Ensure hardware is stripped and secured before disposal

## **IT Manager**

**All Seasons Denpasar Bali (Accor Group)**

**Feb 2013 – Dec 2014**

### **4. Manage information technology and computer systems**

- Plan, organize, direct, control and evaluate the operations of information systems
- Develop and implement policies and procedures for server and data storage, computer systems operations and development
- Meet with GM/FC to discuss system requirements, internet provider and installation, specifications, costs and timelines
- Responsible to design, develop, implement, operate and administer computer and telecommunications software, networks and information systems
- Control the computer systems budgets and expenditures

### **5. Ensure technology is accessible and equipped with current hardware and software**

#### **Main Activities**

- Troubleshoot hardware, software and network operating system
- Provide orientation to new users of existing technology
- Train staff about potential uses of existing technology
- Train staff about new and potential use
- Provide individual training and support on request
- Provide recommendations about accessing information and support
- Maintain current and accurate inventory of technology hardware, software and resources Information Technology Manager

### **6. Monitor and maintain technology to ensure maximum access**

#### **Main Activities**

- Trouble shoot all technology issues
- Maintain log and/or list of required repairs and maintenance
- Make recommendations about purchase of technology resources
- Research current and potential resources and services
- Provide network access to all staff and students

- Install workstations
- Connect and setup hardware
- Load all required software
- Provide network accounts and passwords as required
- Monitor security of all technology
- Install and maintain Firewall and passwords
- Input and maintain IP addresses
- Advise staff of security breach and/or change in password or security status
- Ensure installation of lock out programs
- Identify and prepare hardware for disposal when appropriate
- Ensure hardware is stripped and secured before disposal

## **IT Manager The Banjar Bali**

**Feb 2012 – Feb 2013**

### **1. Manage information technology and computer systems**

- Plan, organize, direct, control and evaluate the operations of information systems
- Develop and implement policies and procedures for server and data storage, computer systems operations and development
- Meet with GM/FC to discuss system requirements, internet provider and installation, specifications, costs and timelines
- Responsible to design, develop, implement, operate and administer computer and telecommunications software, networks and information systems
- Control the computer systems budgets and expenditures

### **2. Ensure technology is accessible and equipped with current hardware and software**

#### **Main Activities**

- Troubleshoot hardware, software and network operating system
- Provide orientation to new users of existing technology
- Train staff about potential uses of existing technology
- Train staff about new and potential use
- Provide individual training and support on request
- Provide recommendations about accessing information and support
- Maintain current and accurate inventory of technology hardware, software and resources Information Technology Manager

### **3. Monitor and maintain technology to ensure maximum access**

#### **Main Activities**

- Troubleshoot all technology issues
- Maintain log and/or list of required repairs and maintenance

- Make recommendations about purchase of technology resources
- Research current and potential resources and services
- Provide network access to all staff and students
- Install workstations
- Connect and setup hardware
- Load all required software
- Provide network accounts and passwords as required
- Monitor security of all technology
- Install and maintain Firewall and passwords
- Input and maintain IP addresses
- Advise staff of security breach and/or change in password or security status
- Ensure installation of lock out programs
- Identify and prepare hardware for disposal when appropriate
- Ensure hardware is stripped and secured before disposal

## **IT Manager**

### **PT Panorama Bali**

**Jul 2011 – Jan 2012**

#### **1. Manage information technology and computer systems**

- Plan, organize, direct, control and evaluate the operations of information systems
- Develop and implement policies and procedures for server and data storage, computer systems operations and development
- Meet with GM/FC to discuss system requirements, internet provider and installation, specifications, costs and timelines
- Responsible to design, develop, implement, operate and administer computer and telecommunications software, networks and information systems
- Control the computer systems budgets and expenditures

#### **2. Ensure technology is accessible and equipped with current hardware and software**

##### **Main Activities**

- Troubleshoot hardware, software and network operating system
- Provide orientation to new users of existing technology
- Train staff about potential uses of existing technology
- Train staff about new and potential use
- Provide individual training and support on request
- Provide recommendations about accessing information and support
- Maintain current and accurate inventory of technology hardware, software and resources Information Technology Manager

### 3. Monitor and maintain technology to ensure maximum access

#### Main Activities

- Troubleshoot all technology issues
- Maintain log and/or list of required repairs and maintenance
- Make recommendations about purchase of technology resources
- Research current and potential resources and services
- Provide network access to all staff and students
- Install workstations
- Connect and setup hardware
- Load all required software
- Provide network accounts and passwords as required
- Monitor security of all technology
- Install and maintain Firewall and passwords
- Input and maintain IP addresses
- Advise staff of security breach and/or change in password or security status
- Ensure installation of lock out programs
- Identify and prepare hardware for disposal when appropriate
- Ensure hardware is stripped and secured before disposal

## **IT Manager**

**DPR RI (Parliamentary Indonesia)**

**Jun 2008 – Jul 2011**

### 1. Manage information technology and computer systems

- Plan, organize, direct, control and evaluate the operations of information systems and electronic data processing (EDP) both business and personal of the parliament executive
- Develop and implement policies and procedures for electronic data processing and computer systems operations and development
- Meet with managers to discuss system requirements, specifications, costs and timelines
- Control the computer systems budgets and expenditures

### 2. Ensure technology is accessible and equipped with current hardware and software

#### Main Activities

- Troubleshoot hardware, software and network operating system
- Familiar with all hardware and software
- Familiar with network operating system
- Provide individual training and support on request
- Provide recommendations about accessing information and support



- Maintain current and accurate inventory of technology hardware, software and resources Information Technology Manager

**IT Supervisor  
PT Mahanta Express  
2008**

**2007 –**

1. Manage information technology and computer systems
  - Plan, organize, direct, control and evaluate the operations of information systems and electronic data processing (EDP)
  - Develop and implement policies and procedures for electronic data processing and computer systems operations and development
  - Meet with managers to discuss system requirements, specifications, costs and timelines

**Training For S1  
PT Telkom Indonesia**

**Sept 2006 – Jan 2007**

1. Manage information technology and computer systems
  - Plan, organize, direct, control and evaluate the operations of information systems and electronic data processing (EDP)
  - Develop and implement policies and procedures for electronic data processing and computer systems operations and development
  - Control the computer systems
  - Implementing accessible technology and equipped with current hardware and software based on TELKOM
  - Maintain current and accurate inventory of technology hardware, software and resources Information Technology Manager
  - Monitor and maintain technology to ensure maximum access

**IT Support  
Bali Deli**

**Dec 2005 – Aug 2006**

1. Manage information technology and computer systems
  - Plan, organize, direct, control and evaluate the operations of information systems and electronic data processing (EDP) for the restaurant, pastry department and store
  - Develop and implement policies and procedures for electronic data processing and computer systems operations and development

- Meet with managers to discuss system requirements, specifications, costs and timelines
- Control the computer systems budgets and expenditures

## 2. Ensure technology is accessible and equipped with current hardware and software

### Main Activities

- Troubleshoot hardware, software and network operating system
- Provide orientation to new users of existing technology
- Train staff about potential uses of existing technology
- Train staff about new and potential use
- Provide individual training and support on request
- Monitor and maintain technology to ensure maximum access
- Main Activities
- Trouble shoot all technology issues
- Maintain log and/or list of required repairs and maintenance
- Install workstations
- Connect and setup hardware
- Load all required software
- Provide network accounts and passwords as required
- Install and maintain Foolproof and passwords
- Input and maintain IP addresses
- Advise staff of security breach and/or change in password or security status
- Ensure installation of lock out programs
- Identify and prepare hardware for disposal when appropriate
- Ensure hardware is stripped and secured before disposal

<b>LANGUAGES &amp; SKILL</b>
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### Languages

- English

### Skill

- Knowledge and understanding of using Microsoft Office (Word, Excel)
- Ms. Access
- Ms. Visual Basic
- Visual Fox Pro
- SQL Server 2008
- Wifi
- LAN
- Hardware and Software
- Windows Server 2003, 2008
- Rhapsody(Realta)

- OPERA
- FMC
- MICROS
- SUN System

<b>TRAINING</b>
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**Accor Corporate Training :**

1. Keys To Communication
2. Welcoming The Guest
3. Leadership Development Program Part I
4. Leadership Development Program Part II